

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Human Resources**

AGENDA DATE: **06/07/05**

CONTACT PERSON/PHONE: **Human Resources, Terry Bond, (915) 541-4509**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Resolution for Municipal Court Sentencing Coordinator

BACKGROUND / DISCUSSION:

The creation of this classified position was requested by the Municipal Clerk to allow the position to be moved from a contract to a Civil Service position. The position will have the responsibility of coordinating compliance of court ordered community service programs and sentencing for juveniles and adults. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the needs of the department.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.
Fund Source: 11010011-01101-11000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Action on 05/26/05

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) LM

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Municipal Court Sentencing Coordinator** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **5326**. The Grade is **PM 75**.

PASSED AND APPROVED this 7th day of June.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

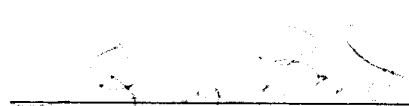
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

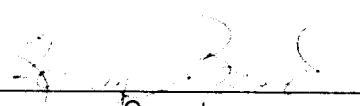
APPROVED AS TO CONTENT:



Terry A. Bond
Human Resources Director

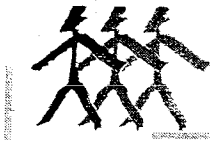
APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: May 26, 2005

By: 

Secretary

8.1-B



Human Resources Department

MEMORANDUM

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: Ana I. Sanchez, Personnel Analyst II *ais*
Date: May 24, 2005
Subject: New Job Class

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Municipal Court Sentencing Coordinator	5326	PM 75

The creation of the proposed subject job class was requested by the Municipal Clerk to allow the position to be moved from a contract to a Civil Service position. The position will have the responsibility of coordinating compliance of court ordered community service programs and sentencing for juveniles and adults. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the needs of the department.

The proposed job specification was written in the standard style and format, and was reviewed by the Municipal Clerk and Human Resources Director. The City's current methodology for valuing jobs was then applied.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 3 b. Classification of New Positions:

"Whenever a new position is proposed, the department head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated

If no appropriate class exists, a new class shall be developed by the Human Resources Director, which shall be submitted to the Civil Service Commission for approval and to the City Council for adoption."

Attachment

- Some knowledge of legal terminology, interviewing techniques, civil or criminal justice system purpose and functions.
- Ability to motivate, train and evaluate assigned personnel of juvenile defendants.
- Ability to impartially and firmly enforce rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to research and compile data, and prepare and maintain databases, records, and reports.
- Ability to communicate tactfully and effectively, clearly and concisely, orally and in writing to explain court procedures and judicial requirements to juvenile defendants and their families, law enforcement representatives of service organizations.
- Ability to organize and coordinate programs and maintain standards of confidentiality.
- Ability to establish and maintain effective working relationships with juvenile defendants and their families, City employees, private and governmental organizations and their representatives, officials, outside agencies, and the public.
- Skill in safe operation and care of motor vehicle, personal computer or network workstation, generic business productivity software and other equipment.

Other Job Characteristics

- Occasional driving through City traffic.

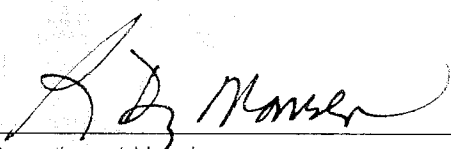
Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's degree in Behavioral Sciences, Psychology, Social Work, Criminal Justice, Law Enforcement, Political Science or related field, plus two (2) years of full time casework experience with legal offenders or in social services program involving at-risk youth.

Special Requirements:

- Work extended and flexible hours, weekends, and holidays.
- Fluency in Spoken Spanish required.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

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